



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9216



April 11, 2007

TO: PROJECT DIRECTORS  
Violence Against Women Threat Management/Stalking Program

RE: Request for Application

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division, is pleased to announce the release of the Violence Against Women Threat Management/Stalking Program (TM) Request for Application (RFA) for Fiscal Year (FY) 2007/08.

A copy of the RFA is enclosed and will also be e-mailed to you. The grant period will begin October 1, 2007 and end September 30, 2008. The total amount available for this program is approximately \$420,000. These funds are made available through federal Violence Against Women Act (VAWA) Services\*Training\*Officers\*Probation (S\*T\*O\*P) Formula Grant Program. Please note, funding is contingent on availability of the federal funds, successful project performance, and compliance with the grant award agreement.

To receive funding, the application should be received or postmarked by Friday, June 15, 2007. Instructions for mailing the application are included in the RFA. This document is designed to be interactive electronically with fill-able forms. Users will be able to complete and print forms using Adobe Reader 7.0, however will be unable to save their completed forms without Adobe Acrobat 7.0.

Should you have questions, please feel free to contact either Leigh Bills, Sr. Program Specialist at (916) 324-7207 or leigh.bills@oes.ca.gov or me at (916) 324-9216 or lori.nosanow@oes.ca.gov.

Sincerely,

LORI SUZANNE NOSANOW, J.D.  
Victim Justice Section Chief

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**VIOLENCE AGAINST WOMEN THREAT MANAGEMENT/STALKING PROGRAM  
REQUEST FOR APPLICATION**

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**III. [FORMS](#)** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select *Recipient Handbook, Appendices, and Forms*, **or** paste the following link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

[APPLICATION CHECKLIST AND REQUIRED SEQUENCE](#)

[APPLICATION COVER SHEET](#)

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CERTIFICATION OF ASSURANCE OF COMPLIANCE

PROJECT NARRATIVE

APPLICATION BUDGET – BUDGET NARRATIVE

BUDGET FORMS (Excel spreadsheet format) – With %Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

NON-COMPETITIVE BID JUSTIFICATION

NONCOMPETITIVE BID REQUEST

OUT OF STATE TRAVEL REQUEST

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**THREAT MANAGEMENT/STALKING VERTICAL PROSECUTION PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "*Recipient Handbook Appendices and Forms*."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone or e-mail.

Leigh Bills, Sr. Program Specialist  
Phone: (916) 324-7207  
[Leigh.bills@oes.ca.gov](mailto:Leigh.bills@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Friday, June 15, 2007**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Threat Management/Stalking Vertical Prosecution Program  
Leigh Bills, Victim Justice Section

2. Hand delivered by **5:00 p.m. on Friday, June 15, 2007** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: Threat Management/Stalking Vertical Prosecution Program  
Leigh Bills, Victim Justice Section

## D. ELIGIBILITY

To receive funding under this program, applicants must be currently operational and receiving OES grant funding for the Threat Management/Stalking Vertical Prosecution (TM) Program.

## E. FUNDS

### 1. Grant Period

The grant period funded by this application is for a twelve (12) month period beginning October 1, 2007 and ending September 30, 2008. The budget must reflect the full 12-month grant period.

### 2. Funding Source

The program is funded by the federal Violence Against Women Act (VAWA) Services\*Training\*Officers\*Prosecutors (S\*T\*O\*P) Formula Grant. The program is designed to promote a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The S\*T\*O\*P Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women and the development and strengthening of victim services in cases involving violent crimes against women. The federal Office of Violence Against Women has recently clarified that the program does not prohibit male or minor victims of domestic violence, dating violence, sexual assault and/or stalking from receiving benefits and services under this program.

### 3. Funding Amount

It is anticipated that there will be approximately \$420,000 available to fund the TM Program in Fiscal Year (FY) 2007/08. Continuation funding is contingent upon approval of the FY 2007/08 State Budget Act, availability of federal VAWA S\*T\*O\*P funds, and the project's continuing compliance with the terms of the program. Please refer to the Funding Chart on the next page for your agency's funding allocation.

Allocations listed on the funding chart are provisional amounts based on last year's award. If the funding amounts change, you will be required to submit new budget pages.

### 4. Match Requirement

A 25% match, based on the Total Project Cost, is required by the federal funding source. The match may be either cash or in-kind contributions of services or goods. **All matching funds (cash or in-kind) are restricted to the same uses as VAWA S\*T\*O\*P grant funds.** All match specified in the budget will become part of the grant award. The budget pages must clearly identify line-items designated as match.

Please note these funds must not be used to duplicate prosecutor's activities funded by the Spousal Abuser Prosecution Program authorized in Penal Code Sections 273.8-273.88, currently administered by the California Department of Justice.

**Federal monies must not be used to meet the VAWA S\*T\*O\*P match requirement for this grant.**

<b>Grant Recipients</b>	<b>VAWA Funding Amount</b>	<b>VAWA 25% Match</b>	<b>Total Project Cost</b>
County of Alameda	\$140,000	\$46,667	\$186,667
City/County of San Francisco	\$140,000	\$46,667	\$186,667
San Joaquin County	\$140,000	\$46,667	\$186,667
Total	\$420,000	\$140,001	\$560,001

**F. PROGRAM INFORMATION**

**1. Program Purpose/Description**

Assisting victims is a key focus of many of OES' programs. Ensuring that perpetrators of crime are processed through the criminal justice system is part of a victim's road to recovery.

OES provides funds under the TM Program to city or district attorney's offices to create, enhance and/or expand a specialized unit to reduce the threat of victimization related to the crime of stalking through the vertical prosecution of perpetrators charged with this crime.

The crime of stalking, as defined by California Penal Code Section 646.9, does not require the suspect to have actual physical contact with the victim. Rather, stalkers typically engage in a pattern of conduct intended to follow, alarm, and harass the victim causing reasonable fear for his or her safety, or the safety of an immediate family member. This includes instances in which the perpetrator has either made a credible threat or violated a restraining order. Senate Bill 1796, enacted in 1998, expanded the definition of "credible threat" to include threats communicated through the use of electronic communication, including telephones, cellular phones, computers, video recorders, fax machines, and pagers.

Projects may fund part-time or full-time qualified prosecutors, investigators, and/or victim advocates with TM funds.

**2. Unit Operations**

Units receiving funds under this program must concentrate prosecution efforts and resources on individuals that are accused of serious crimes against women. In vertical prosecution units, the prosecutor or prosecution unit makes the initial filing or appearance in a case, and performs all subsequent court appearances on a particular case through to its conclusion including the sentencing phase. In addition, the unit is assigned highly qualified prosecutors and investigators to the specific category of cases, and the unit maintains a reduction of caseloads for its prosecutors and investigators.

Prosecutors and investigators funded by this program must be EXCLUSIVELY assigned to prosecute violations of violent crimes against women. These positions may be split-funded ONLY when grant funds are insufficient to support fulltime staff positions.

Funded projects are required to establish a personnel rotation policy for vertical prosecution staff that demonstrates a commitment to stability and continuity of staff assignments.

### **3. Degrees of Vertical Prosecution**

To allow for the realities of case management; such as scheduling conflicts, illness and extraordinary events, OES recognizes three degrees of vertical prosecution as follows:

- a. True Vertical Prosecution  
The same prosecutor files the charges, OR makes the first appearance (after the defendant is identified as meeting the necessary criteria) AND makes all subsequent court appearances through the sentencing stage.
- b. Major Stage Vertical Prosecution  
The same prosecutor files the charges, OR makes the first appearance (after the defendant is identified as an individual meeting the necessary criteria) AND all significant appearances, such as: preliminary hearing, trial, sentencing, contested motions affecting bail, admissibility of evidence, dismissal of charges, change of venue, motions to sever or consolidate, discovery, setting aside the verdict, or motions concerning search warrants.
- c. Unit Vertical Prosecution  
Based upon extraordinary circumstances (such as: court conflicts, scheduling conflicts requiring appearances at two or more places at one time, geographic location of hearing, illness or absence due to unavoidable circumstance), the principal prosecutor who filed the charges (OR made the first court appearance after the defendant was identified as an individual meeting necessary grant criteria) is assisted by no more than one other unit attorney. This back-up attorney must be designated for the entire grant award period.

### **4. Reporting Requirements**

The TM Progress Report has been revised to include data needed to meet the Congressional reporting requirements of the Government Performance and Results Act. The Office on Violence Against Women (OVW) requires all S\*T\*O\*P Violence Against Women Formula Grants sub-grantees to provide information required for the Annual Progress Report.

## **G. PREPARING AN APPLICATION**

Part III - Forms includes an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the eight required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**VIOLENCE AGAINST WOMEN THREAT MANAGEMENT/STALKING PROGRAM  
REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in *Recipient Handbook, Appendices, and Forms* ([FORMS](#)) on plain 8½" x 11" white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Please do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement** – Does not need to be updated unless changed.

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**2. Plan and Implementation**

**Plan:** This section of the project narrative should present the project's plan to address the problem. Describe the elements required for plan development, such as goals, objectives, activities or timelines. All goals should have measurable results.

- Describe the process in which cases are referred to the unit, including the source of referrals.
- Describe the project strategies to develop linkages to increase the number of cases referred/prosecuted.
- Describe how the applicant will implement vertical prosecution within the unit.
- Describe how the project will ensure all victims are provided either direct services or referrals to appropriate victim service agencies.

**Implementation:** Type each of the following mandatory objectives on a separate page and list the activities and projected numbers for each. Provide quantitative measures for each objective as well as details/steps necessary to achieve them.

**Objective 1:** Vertically prosecute defendants charged with the crime of stalking.

- *Number of defendants to be vertically prosecuted during the grant period.*



**Objective 2:** Vertically prosecute all TM cases by the following three methods.

- *Percentage of completed cases will be prosecuted using True Vertical Prosecution.*
- *Percentage of completed cases prosecuted using Major Stage Vertical Prosecution.*
- *Percentage of completed cases prosecuted using Unit Vertical Prosecution.*

**Objective 3:** Minimize trauma to victims of stalking through referrals to local victim services agencies which serve victims of stalking.

- *Number of victims to be referred to victim service agencies.*

**Objective 4:** Provide training to law enforcement and criminal justice personnel on the dynamics of power and control, on how and when to obtain emergency protective orders, and on how to prepare more comprehensive preliminary investigations in stalking cases.

- *Number of law enforcement and criminal justice personnel trained.*

**Qualifications of Staff Assigned:** Briefly describe the staffing required to carry out the grant objectives as supported by the proposed budget. Discuss position qualifications and responsibilities. **Current** resumes and duty statements must be maintained on site by the project for each staff person assigned to this project. Each position must be identified by staff name, percentage of time on grant, and duties performed. **Each staff person assigned to this grant must meet the following minimum selection standards.**

- **PROSECUTORS** – must have at a minimum three years of experience in the prosecution of **felony** cases (for District Attorneys) and misdemeanor cases (for City Attorneys) within one or more of the TM specified crime categories **AND** attended or plan to attend (within nine months of the date of project participation) the California District Attorneys Association (CDAA) sponsored training in sexual assault, domestic violence, dating violence, and stalking.
- **INVESTIGATORS** – must have at least three years of experience in the investigation of felonies involving one or more of the crime types listed above.
- **VICTIM ADVOCATES** – must possess the required education/training as specified in Evidence Code Sections 1035.5-1036 (Domestic Violence) and/or 1037.1-1037.8 (Sexual Assault) and/or Penal Code Section 13835.10 (Victim/Witness).

## **B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The

applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select “*Recipient Handbook, Appendices, and Forms*” for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1- subsection B of this RFA should you have additional budget questions.

## 1. **Budget Narrative**

If the budget is developed in the required line item detail (including calculations), most, if not all of the required budget narrative topics will have been addressed. The applicant is not required to submit a Budget Narrative unless the following items are not sufficiently addressed in the project budget. A budget narrative is required if the budget includes unusual or excessive expenditures. If included, the narrative must be typed and placed in the application in front of the budget pages. The budget and/or narrative must demonstrate/describe::

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is an Excel Workbook in *Forms* ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

**OR**

Each budget category requires line item detail including the calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. Charges must be clearly documented **and rounded up to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category. The total of the budget including each funding source and/ or match amount must correspond to the amount of the Total Project Cost (block 10G) on the Grant Award Face Sheet. Additionally, the totals from each funding source or match must correspond to the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

**a. Personal Services – Salaries/Employee Benefits (OES A303a):**

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by **type and percentage of salaries**. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be implemented by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**All applicants must budget for a minimum of one OES-sponsored training session during the grant year. Unless otherwise notified, a minimum of two project staff from each participating agency must attend each training conference. One of the project staff must be the financial officer, or his/her designee, listed on the Grant Award Face Sheet. Applicants should budget a minimum of \$200 for registration fees for each person plus travel and the state per diem rate.**

**c. Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- **Operational Agreements (OA):** must be completed and included in the Application Appendix. OAs must be dated and contain original signatures, titles, and agency names for both parties. These documents must demonstrate a formal system of networking and coordination with other agencies and the applicant. At a minimum, applicants are required to obtain OA's with the OES Victim/Witness Assistance Center and, if applicable, the local Domestic Violence Shelter(s) and Rape Crisis Centers. An OA should include each agency's roles and responsibilities and the services/resources they will be providing. Those submitted with the application **must be effective for the proposed grant year**. For the purpose of this RFA, the terms OA and Memorandum of Understanding (MOU) are synonymous ([FORMS](#)).

**VAWA S\*T\*O\*P funded programs are now required to include the following certification: documentation showing that tribal, territorial, State, or local prosecution, law enforcement and courts have consulted with tribal, territorial, State, or local victim services programs during the course of developing their grant applications in order to ensure that proposed activities and equipment acquisitions**

are designed to promote the safety, confidentiality and economic independence of victims of domestic violence, sexual assault, stalking, and dating violence.

- **Project Summary**
- **Noncompetitive Bid Request (if applicable)**
- **Out of State Travel Request, OES 700 (if applicable)**
- **Computer and Automated Systems Purchase Justification Guidelines (if applicable)**